

Blue Ridge Community College  
Board of Trustees Meeting  
September 14, 2009 – 5 p.m.  
Transylvania Center

The Board of Trustees of Blue Ridge Community College met at 5 p.m. on Monday, September 14, 2009, at the Transylvania Center.

The following members were present:

John McCormick, Jr.	Marilyn Bailey
Kohlan Flynn	Betty Gash
Bill Farrell	Candler Willis
Chip Gould	Jeff McDaris
Ken Butcher	Tara Starnes
Roy Neill	

The following members were excused:

Pat Jones	Andrew Tate
Ronnie Pepper	Teresa McCall

Others attending:

Molly Parkhill	David Hutto
Earl Medlin	David Whitson
Marcia Stoneman	Ann Green
Chad Merrill	Brenda Conner
Lee Anna Haney	Gary Heisey
Chris Campbell	

Chairman McCormick called the meeting to order and welcomed Board Members and guests.

**Ethics Statement**

Chairman McCormick read the following Ethics Statement:

Board Members, Madame President and financial and administrative staff:

- a. You are reminded that you have a duty to avoid all conflicts of interest, potential conflicts of interest, and appearances of conflicts of interest.
- b. Do any of you know of or anticipate any conflict of interest, potential conflict of interest or appearance of conflict of interest regarding the matters on the agenda for today's meeting?

Chairman McCormick stated that due to a conflict of interest, he would abstain from the vote for Agenda item VII-B (Approval of Special Permit to Use College Facilities.)

## **Transylvania Center Small Business Incubator**

Gary Heisey, Small Business Center Director, stated that the focus of the Blue Ridge Innovation Network was as an educational hub and catalyst for new business incubation and existing business innovation. Three companies (weatherization company, computer services company, alternative energy company) are currently incubating. Two additional companies (website design company and property management services company) are interested. Mr. Heisey distributed materials, reviewed information and addressed all question concerning the business incubator.

## **Minutes Approval**

Bill Farrell made a motion to approve the July 13, 2009 meeting minutes. It was seconded by Betty Gash and passed unanimously.

## **Executive Committee**

John McCormick stated that the Executive Committee met on August 24<sup>th</sup>. The committee approved the special permit to use college facilities for the Henderson County Partnership for Economic Development's event held on September 1<sup>st</sup>. Chairman McCormick asked that the Board ratify the Executive Committee's recommendation. The Board approved without dissent.

Chairman McCormick informed Trustees the Executive Committee also reviewed the President's employment contract. Kohlan Flynn made a motion that the Trustees go into executive session pursuant to N.C.G.S. 143-318.11 (a)(1) for the purpose of discussing personnel information that is confidential pursuant to N.C.G.S. 115D-27 through 29. The motion was seconded by Ken Butcher and passed unanimously.

Upon reconvening to open session, Chip Gould made a motion to approve the President's employment contract as presented in executive session and effective as of September 14, 2009 until June 30, 2011. It was seconded by Marilyn Bailey and passed unanimously.

## **Facilities Committee**

Kohlan Flynn informed Trustees that the Facilities Committee along with President Parkhill, David Whitson, and Peter Hemans met on August 24<sup>th</sup>. The purpose of the meeting was to review the 30 proposals submitted by architectural/engineering firms for the management of the \$2 million campus improvement projects. The committee review all proposals submitted and selected the top four firms to make formal presentations to the committee. The formal presentations were held on September 9<sup>th</sup>. One of the four firms withdrew therefore, only three architectural firms made presentations. The Committee evaluated the presentations and in rank order recommended the following firms to be presented to the State Construction Office:

1. PBC & L, Asheville, NC
2. Pease Associates, Charlotte, NC
3. Padgett & Freeman Architects, Asheville, NC

After discussion the recommendation passed without dissent. President Parkhill stated that the State Construction Office would negotiate a contract with the selected firm.

Dr. Flynn and David Whitson informed Trustees that the leaking roof on the Spearman Building was declared an emergency by the State Construction Office. PBC+L Architecture will oversee the repair, and bids from contractors will be opened on September 15 so that work can begin immediately. This repair was removed from the projects list that was presented to the architectural firms.

### **Finance Committee**

Bill Farrell stated that the Finance Committee met on Sept 8<sup>th</sup> to review the 2009-2010 Institutional Budget. A copy of the budget was sent to Trustees prior to the board meeting. President Parkhill updated Board Members on the budget reversions. Mr. Farrell stated that the Finance Committee recommended approval of the 2009-2010 Institutional Budget as presented. The motion passed unanimously. A copy of the 2009-2010 Institutional Budget is attached and made a part of these minutes.

### **President's Report**

President Parkhill reviewed the College's report to the board and addressed all questions. A copy of this report which was distributed to Board Members is attached and made a part of these minutes. Highlights of activities occurring at the college include:

President Parkhill stated that we have received very positive feedback from elected officials concerning the "Campus Newsletter" that was sent to them in July. We will continue to send this bi- monthly newsletter.

President Parkhill commended the faculty and staff on their hard work and deliberations toward getting this year's budget together. The College has experienced a record enrollment growth this fall semester with 2,460 students. Compared to the 2009 Fall registration of 2, 127, this equates to a 15.6% increase. A Curriculum Enrollment Summary for Fall 2009 was distributed to Trustee.

The College's 40th Anniversary Celebration will be held on Saturday, October 17. It will kick off with an opening ceremony at 10:30 a.m. followed by food, music, car show, men's baseball game, and demonstrations and activities showcasing the College's programs. Also on this day, the Foundation is hosting an evening murder mystery dinner theater titled "Peace, Love, and Apples (Getting to the Core of Blue Ridge Community College's Beginnings)."

The College has awarded 697 Pell Grants to date. This compares to a total of 509 for Fall 2008, which reflects an increase of almost 37%. For 2009-10, 1,548 students have completed the Free Application for Federal Student Aid.

The number of veterans receiving benefits has increased about 40%. On September 2, the Veteran Administration North Carolina State Approving Agency conducted an audit of veteran files, which resulted in no discrepancies found or corrective actions taken.

## **Review of Financial Reports**

David Whitson distributed and reviewed the June 30, End of Year Report for State and County Funds for Fiscal Year 2008-2009. Mr. Whitson addressed all questions and comments. A copy of the report is attached and made a part of these minutes.

## **Educational Foundation Report**

Ann Green, Executive Director, reported that the Foundation's 2008-2009 audit was conducted by Painter, Russell, and Associates on August 12, expressing an "unqualified opinion" on the financial statements (a clean opinion).

The Foundation has appointed Edward Jones Financial Advisor, Ken Adams and Asheville Savings Bank Hendersonville Market Executive, Vikki Bailey to its 2009-2012 Board of Directors. Ken will serve as the Finance and Investment Committee liaison and on the Community Engagement Committee. Vikki will serve on the Board Development and Fundraising Committees.

The Campus Fund Drive, an annual opportunity for Blue Ridge Community College (BRCC) employees to contribute to the Foundation, is scheduled for the month of September with a kick-off celebration on Wednesday, September 16, at 3 p.m. in the Thomas Auditorium.

This year's Scholarship Appreciation Luncheon will be held on Wednesday, September 23, in the Blue Ridge Conference Hall. This event allows the scholarship recipients and donors to meet, while also providing "friend"-raising opportunities for the Trustees and Directors.

Faculty and Staff Award Nomination Forms will be available on Thursday, October 1. The 2009 award recipients will be presented at the Faculty and Staff Holiday Event in December. A new award has been established by BRCC President, Dr. Molly A. Parkhill for a staff person of the year. She has made an initial gift of \$500 for the award with plans to endow this fund.

Recently, four individuals/couples have remembered Blue Ridge Educational Foundation in their estate planning through wills and trusts:

- Transylvania County scholarships; 3% of estate (current value \$50,000)
- Scholarship endowment \$100,000 - \$400,000
- Endowment to support performance fees and the promotion of Blue Ridge Community College's "Music by the Lake" and other arts and cultural events
- Transylvania County donors, possibly restricted for scholarships

## **Student Government Association Report**

Tara Starnes, SGA President, reported that the SGA officers provided an ambassador table to assist students during Fall registration. They also spoke at new student orientation sessions on that day. The first SGA meeting held on September 3<sup>rd</sup> had record attendance with 26 students. All of the SGA Executive Council positions have been filled. Officers have established a schedule where the SGA office is open all day on Mondays. The College Blood Drive was very successful and the next one is scheduled for October 29<sup>th</sup> in the Killian Building Student Lounge. On October 8<sup>th</sup> we will

hold the Allied Health Day which helps to support the Nursing Program. SGA Officers are also working on a Blue Light Special event where students will be able to meet our security officers. Other items that the SGA Officers are addressing include: updating bulletin boards on campus, finalizing the budget, updating the student lounge, improving student orientation/registration and campus recycling.

### **Old Business**

No old business.

### **Approval of New Employees**

Chairman McCormick requested approval of new full-time and part-time permanent employees. A listing of new employees with details on education and work experience was sent to Board Members prior to the meeting. Ken Butcher made a motion to approve the list as presented. Chip Gould seconded the motion, and it passed without dissent. A copy of the list is attached and made a part of these minutes.

### **Approval of Special Permit to Use College Facilities**

Chairman McCormick informed Board Members that the Henderson County Historic Courthouse Corporation has requested permission to serve alcohol at a reception for the Tribute to Louise Bailey on September 25, 2009. This event is a benefit for the Henderson County Heritage Museum. Due to a conflict of interest, Chairman McCormick abstained from the vote. Vice Chairman Kohlan Flynn called for the vote. Bill Farrell made a motion to approve the special permit as requested. It was seconded by Marilyn Bailey and passed without dissent.

### **Approval of Fee Exemptions for Early College**

President Parkhill requested fee exemptions for insurance, student activity, and technology fees for Early College students for the 2009-2010 academic year. The Henderson County School System funds tuition, books, insurance and the technology equipment for these students. At this time, the students are not participating in any of our college activities. President Parkhill stated that we will begin looking into funding opportunities to subsidize the student activity fee next year. Jeff McDaris made a motion to approve the fee exemptions for Early College students for the 2009-2010 academic year as presented. It was seconded by Marilyn Bailey and passed without dissent.

### **Approval of Deed to Extinguish Easement**

President Parkhill provided background information in regard to the easement with the Partners in Health Condominium Association and Hospice of Henderson County. A map of the property was distributed to Board Members. She informed Trustees that the current easement agreement requires the College to provide maintenance on the easement. Because the College has access to its property using College Drive, the College has no plans to exercise its rights to use this easement. The College Attorney, Chris Campbell, presented the legal references and the College's options in regard to maintaining the easement. President Parkhill requested approval to file a new deed to

extinguish the easement. After discussion, Ken Butcher made a motion to approve the request as presented. It was seconded by Betty Gash and passed unanimously.

### **State Ethics Commission – Statement of Economic Interest Evaluations**

Chairman McCormick read aloud the following Statement of Economic Interest Evaluations.

The following Trustees and staff evaluations did not find an actual conflict of interest or the potential for a conflict of interest: Marilyn Bailey, Ken Butcher, Bill Farrell, Kohlan Flynn, Betty Gash, Pat Jones, Teresa McCall, Jeff McDaris, Ronnie Pepper, Andrew Tate, Candler Willis, and David Whitson

The following Trustees evaluations did not find an actual conflict of interest; however, did find the potential for a conflict of interest: Chip Gould, John McCormick, and Roy Neill

### **Review of Roughgarden Student Loan Fund**

John McCormick reviewed the Roughgarden Student Loan Fund with Trustees and stated this report was sent to Board Members prior to the meeting. President Parkhill stated that, as part of the Endowment requirements, a financial statement of this fund is to be presented to the Board of Trustees annually. A copy of the Roughgarden Student Loan Fund report is attached as a part of these minutes.

### **Board Evaluation of Effectiveness**

Chairman McCormick stated that a summary of the board evaluation form was sent to Trustees prior to the meeting. This evaluation is done annually to allow the Trustees to review the Board's effectiveness. Trustees will be reviewing this evaluation summary at the board retreat in November.

### **Board Retreat**

Chairman McCormick informed Board Members the Board Retreat is scheduled for November 9<sup>th</sup> in the Technology Education and Development Center (TEDC)-Conference Hall. The retreat will begin with a lunch at 12 noon and will end at 5 p.m. Our regular board meeting will follow at 5 p.m. More detail on the retreat and board meeting will be sent out at a later date. Mr. McCormick encouraged all Trustees to attend the retreat. President Parkhill stated that the SGA Officers will be joining us for lunch on that day.

### **Trustee Comments**

Chairman McCormick informed Trustees that Ken Butcher has recently published a book "*The Middle of the Air*". There being no comments or further business, the meeting was adjourned.

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Chairman

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Secretary